



Equipment Requirements

Protective equipment, including personal protective equipment (PPE) for eyes, head and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition wherever it is necessary, by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact. The applicable regulation is Title 29 of the Code of Federal Regulations, Part 1910, Subpart I.



Employer/Employee Responsibilities

When a workplace hazard cannot be eliminated through safeguarding or engineering changes, the Indiana Occupational Safety and Health Administration requires that you provide PPE to employees who have the potential of being exposed to hazards. Equipment must be provided at no expense to employees when specified by an IOSHA standard. Employers must also replace equipment when needed due to wear and tear or when the equipment is lost due to the work environment. Rules specifying when PPE is needed and the types of PPE needed are included in IOSHA health and safety rules.

Hazard Assessment

As an employer, you must assess your workplace to determine if there are hazards present that make the use of PPE necessary. If hazards are present or likely to be present, then the employer must do ALL of the following:

- Select and have employees use the types of PPE required to protect them from the hazards identified;
- Inform each affected employee about the decisions regarding selection of PPE; and
- Select the PPE that properly fits each employee.

You must certify in writing that the hazard assessment was completed by creating a written document to serve as certification of the hazard assessment and provide the following information:

Personal Protective Equipment

- The workplace evaluated (i.e., name and address of your business);
- The person certifying that the evaluation has been performed; and
- The date of the hazard assessment.

Training Requirements

It is not enough to just provide your employees with PPE. You must also train all employees who use PPE in the following:

- When and why PPE is necessary;
- The type of PPE necessary to fit the job duty;
- How to correctly put on, take off, adjust, and wear needed PPE;
- The limitations of the equipment; and
- The useful life of the equipment, as well as the proper care, cleaning, maintenance, and disposal of the equipment.

Before allowing employees to use PPE, be sure they can demonstrate that they understand how to put on and use the equipment and that they understand all of the above.

You must retrain your employees any time you believe an employee is not knowledgeable or does not have the skill or understanding needed to use PPE. Also, retrain if any of the following occurs:

- Changes in the workplace that make previous training outdated;
- Changes in the types of PPE used, thereby making previous training outdated; and
- When an affected employee's knowledge or use of assigned PPE appears to indicate the employee has not retained the understanding or skills necessary.

Maintain written certification of employee training by including:

- Name of each employee trained;
- Date(s) of training; and
- Subjects covered by the training.

Face and Eye Protection

Manufacturing and construction employees may require face and eye protection based on the duties assigned to them. Generally, face and eye protection must be provided to employees if hazards exist due to the following exposures:

- Flying objects or particles;
- Molten metal;
- Liquid chemicals;
- Acids or caustic liquids;

- Chemical gases or vapors;
- Glare;
- Injurious radiation;
- Electrical flash; or
- Any combination of the above hazards.

When selecting eye protection, consider the following requirements:

- If there is a hazard from flying objects, side shields are required.
- Hardened or plastic contact lenses meeting the federal Food and Drug Administration standard are not considered eye protection in occupational settings. They are manufactured to lesser strength and other specifications than those manufactured to American National Standards Institute (ANSI) standard specifications.

Face or eye protection must also meet the following minimum requirements:

- Provide protection against the particular hazards for which it is designed;
- Fit snugly and not unduly interfere with the employee's movements;
- Capable of withstanding sanitizing; and
- Marked distinctly to identify the manufacturer.

■ Maintenance of Face and Eye Protection

All face and eye protectors must be kept clean and in good repair. Cleaning facilities for the protectors must be kept away from the hazard, but readily accessible to the wearer. Replace headbands of goggles and shields when they become slack, worn out, sweat-soaked, knotted, or twisted. A face or eye protector is for individual use only; if it is necessary to reissue a face or eye protector, it must be thoroughly cleaned, sanitized, and in good condition.

Foot Protection

If there is a potential for foot injuries due to falling or rolling objects or a danger of objects piercing the sole of the shoe, employees must wear protective footwear. If you have a process that could create a hazard due to absorption or physical contact by the feet, then footwear such as boots, overshoes, rubbers, wooden-soled shoes, or their equivalent must be used.

Hand Protection

In general, provide employees with hand protection if they are exposed to any of the following hazards:

- Skin absorption of harmful substances;
- Severe cuts or lacerations;
- Severe abrasions;
- Punctures;
- Chemical burns;
- Thermal burns; and
- Harmful temperature extremes.

When you select hand protection for use in your manufacturing establishment, consider the following:

- The task to be performed;
- Conditions present;
- Duration of use; and
- Hazards and potential hazards identified. Frequent skin contact with solvents is the most likely cause of dermatitis in the manufacturing industry.

The interior of the hand protection must be kept free of corrosive or irritating substances, and hand protection must be sanitized before being reissued.

For example, employees engaged in part cleaning operations must use hand protection. Always consult your material safety data sheet to see if the products you are using require glove usage.

CAUTION! Supervise and train all employees to NEVER wear gloves if they have any possibility of coming into contact with inrunning pinch points, rotating parts, or are working around automated equipment. If these hazards to the hands are present and employees must work around moving parts, then the physical hazards must be guarded, regardless of whether the employee is wearing gloves. Also train them on these safe work practices:

- Wear short-sleeve shirts or roll up long sleeves;
- Remove jewelry before beginning work; and
- Never override an engineering control or operate a machine with a guard removed.

Respirators

The regulations in 29 CFR 1910.134 apply to all employers whose employees wear respirators, either by requirement or voluntarily, for protection against overexposure to air contaminants or in emergency situations, or when required by the employer. The standard requires the employer to establish and maintain an effective respirator program, as follows:

- Develop a written program discussing selection and use of respirators. The program should include, among other items, a hazard assessment and should identify the program administrator's responsibilities.
- Train employees in the proper use and limitations of respirators. Often, employees use inappropriate protection because they have not been informed of the limitations of the equipment. For example, if disposable dust masks are made available to employees, it must be stressed that these respirators are useless for any of the various solvents found throughout the facility.
- Ensure that all respirators required by the employer to be used in the workplace are approved or accepted by the National Institute for Occupational Safety and Health (NIOSH). Respirators used by employees on a voluntary basis are not required by law to be NIOSH-approved.
- Provide annual fit testing (not to be confused with a fit check) to all employees who are required to wear negative or positive pressure respirators which rely upon a tight-fitting face piece to face seal.
- Medical surveillance of employees required to wear respiratory protection is required to ensure they are physically and psychologically capable of wearing the device.
- Special provisions apply if you have air-supplied respirators (air line or self-contained breathing apparatus) to ensure function of the equipment and quality of the air supplied. This regulation also addresses the use of respirators for emergencies.

Additionally, all employees who wear respirators that have a tight-fitting face piece (meaning the respirator contacts the surface of the skin) must not let anything interfere with the sealing surface of the respirator. This includes facial hair such as beards and long goatees, sideburns and mustaches, skull caps and temple pieces on eyeglasses. You are required to include and enforce a policy that addresses this issue in your respirator program when these types of respirators are used in the workplace.

This page was intentionally left blank.